



Airline Data Researcher ch-aviation

ch-aviation is looking for a full time **Airline Data Researcher** for its office in the **center of Zagreb**. Founded in 1998 in Chur in Switzerland, ch-aviation (www.ch-aviation.com) has become one of the most influential airline intelligence providers in the world. Today ch-aviation serves more than 1.6 million users each year and is proud to count hundreds of companies in the airline industry as its customers.

We take big pride in our **hands-on mentality**, a **good work environment** and **fair salaries**.

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DESCRIPTION

The main function of the Airline Data Researcher is to timely and accurately research and maintain data related to schedules, contacts, airline fleets, airports and aircraft types. As a self-motivated and disciplined individual who can perform with minimal guidance, you will be administering and maintaining large sets of data in existing databases, monitoring of airline industry news and data sources as well as proactively contact with airlines and aircraft operators. The role is mostly research and Excel oriented and will require a solid process/detail oriented mind set, strong problem solving skills, the ability to work independently, and ability to work with hard deadlines. The candidate should have a bachelor's degree in transport,

economics, statistics or mathematics. Given the nature of our work, a passion for aviation is also a strong plus. The position does not require any business travel.

The role will require a strong Excel background with a solid process/detail-oriented mind set, strong problem-solving skills, the ability to work independently, and ability to work with hard deadlines.

Responsibilities

- Independently research airline industry data and maintain the data in a set of fully standardized data tables
- Collect, organize and evaluate data from a variety of reference sources
- Contact executives at airlines and aircraft operators via e-mail or telephone to gather required data
- Manage data gathering and maintenance plan for certain data sets
- Research and compile data for customer specific one-time and on-going data services projects
- Work with other data team members and senior management to ensure data is gathered in a standardized fashion and regularly kept up to date
- Meeting deadlines in execution of all tasks

Required Skills

- Excellent command of English language, both oral and written
- Verbal and written communication skills, strong attention to detail, critical thinking
- Ability to work independently and to collaborate with other team members, problem solve, self-organize, manage own work schedule and time, meeting deadlines
- Ability to analyze, develop and document workflows, to implement processes to resolve gaps or inefficiencies
- Must be able to keep data and information confidential
- Strong Microsoft Excel and general computer skills: accurate insertions to current data bases, efficiently working and managing large data sets
- Previous experience with Microsoft Office suite (Word, Outlook)

Optional Skills

- Previous airline data experience
- Previous experience working in a multi-cultural, multi-national environment
- Previous experience with LinkedIn
- Previous experience with MySQL databases
- Language skills in Russian, Arabic, Japanese, Mandarin or Cantonese and experience with language translation tools
- Knowledge/experience in the aviation industry is a big plus

Other requirements:

- The candidate either is a Croatian national, currently has a residency/work permit for Croatia or is a citizen of a European Union country, Norway, Iceland, Liechtenstein or Switzerland.
- Good interpersonal and customer relations skills.

Application process:

If you think you might be a perfect match for our company and the advertised position, submit your motivation letter **and** Curriculum Vitae in English by April 17th, 2019 via E-Mail to iwanttowork@ch-aviation.com

Please note that only Applications in English language will be evaluated, as an international team is running the recruitment process. Only short-listed candidates will be contacted.

Hint: We do appreciate and evaluate effort invested in the motivation letter of your application as well as the written quality of it!

All applications will be considered under the terms and conditions of confidentiality in accordance with the regulations of personal data protection.